



Alumni Networks Funding Application

The Office of Alumni Engagement welcomes funding applications from Networks, with the understanding that not all requests may be fulfilled due to budgetary constraints and the relevance of the event and activities for which the funds are being requested. All events or activities should provide engagement opportunities to the Network's alumni community and support the goals and objectives of York University and the YUAA.

Networks may request anywhere from \$100 - \$1,500 for an idea you think could really make a difference for your respective constituents. Don't let a lack of funding stop you from taking the next big step – apply now and let us help you bring your idea to life!

Grants will be awarded on a rolling basis and can be requested up to 12 months in advance. A Network cannot receive more than \$1,500 in grant money per fiscal year. However, the Office of Alumni Engagement may consider additional funding Networks for special programs. Upon completion of your grant application, you will be contacted with a decision within **four** weeks of submission. Please note your Network may receive all of, none of, or a portion of the requested funding. When requesting a grant and planning your event please consider that successful programs:

- Strengthen and expand alumni outreach
- Strengthen and expand the interaction between alumni and students
- Strengthen and expand the number of meaningful opportunities for collaborations and partnerships
- Create a greater awareness of the YUAA and your alumni constituent group

Grant requests must be aligned with York University and YUAA policies. Funding will not be approved for alumni travel or for events that have already taken place. Grant funding will not be provided directly to alumni groups. **All programs funded must put the grant towards cost recovery; if any portion of the grant is not used, it remains with the Office of Alumni Engagement.**

Invoices and receipts must be submitted no later than three (3) weeks from the date of the event or

activity or from the date of approval for other expenses, such as printing, postage, etc.

Any future funding for the applicant group will be contingent upon the accurate documentation and timely submission of all invoices and receipts.

Applicant Information

Alumni Network Name:	
Executive Member Name:	
Position within Network:	
Email:	
Amount Requested:	

Request Information

If you are applying for funding for an event, please complete section A

If you are applying for funding to purchase a product or service, please complete section B

Section A:

Name of Event:	
Event Date:	
Start Time of Event:	
End Time of Event:	
Event Location:	
Estimated Number of Attendees:	
How are you marketing this event?	
Will you be requesting an eblast from the Office of Alumni Engagement	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please attach a detailed, projected budget for this request.

Section B:

Name of product or service:	
Purpose of product or service:	

Please attach a quote for this request.

Relevance for York University and the YUAA

Briefly outline how alumni will be engaged and benefit from your Network receiving this funding?

What opportunities exist for promotion of Affinity sponsors and/or the Office of Alumni Engagement?

E.g., opportunities to speak, York University logo representation on programs, thank you mentions

etc.:

Submit this application to the Alumni Volunteer Coordinator. Applications must be received a minimum of 6 weeks prior to an event; we regret we are unable to process funding applications received after the event has taken place.

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